

# California National Guard - Human Resources Office

## Army Active Guard Reserve (AGR) Officer Vacancy Statewide (AGR) Vacancy Announcement

### 1 POSITION

<b>Announcement Number:</b> 014-16		<b>Opening Date:</b> 30 November 2015	<b>Closing Date:</b> 14 December 2015
<b>Position Title:</b> Property Book Officer	<b>UIC/TDA/UMR Para/Line Number:</b> WP7EAA / 112 / 03	<b>DMOS/Branch:</b>  920A0 / QM	<b>Maximum Grade:</b> CW2  <b>Minimum Grade:</b> WOC (Enlisted w/ cert of eligibility)
<b>BDE/Unit Name and Address:</b> SRCOM: 49th MP BDE HHC, 49th MP BDE Fairfield, CA 94533		<b>Selecting Official:</b>  S3, 49th Military Police	<b>Personnel Eligible to Apply:</b> Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/> Officer <input type="checkbox"/> **See Below Warrant Officer <input checked="" type="checkbox"/> Enlisted w/cert of Eligibility <input checked="" type="checkbox"/> Enlisted WOC <input checked="" type="checkbox"/>
<b>Security Clearance Requirement:</b> <input type="checkbox"/> None <input type="checkbox"/> Top Secret <input checked="" type="checkbox"/> Secret <input type="checkbox"/> Top Secret SBI/SCI <input type="checkbox"/> National Agency Check-LC		<b>Minimum Education Requirements:</b>  Applicants must be Federally Recognized as a 920A WOC.	

**Note:** Statewide means: Must be a Current California Army National Guard Active Guard Reserve (AGR) member in order to apply. Applicants must be AGR and current 920A WO, Enlisted Soldier with a certificate of Eligibility (920A) or an Enlisted Soldier Federally Recognized as a WOC (920A) to apply.

### Conditions of Employment

**IAW AR 135-18 and NGR (AR) 600-5 applicants must meet the following requirements prior to applications being forwarded for board consideration:**

- New hire authorizations are subject to priority of fill process IAW with CA ARNG Pamphlet 600-200, 2-2c.; priority fills will supersede all other new hires IAW approved AGR allocations. Effective date of hire will be determined in accordance with priority fill determination / funding.
- This position is in the Full Time Military Force (FTM) – Active Guard Reserve (AGR) program. Military Status will be: Full-Time Military Title 32 Section 502 (f) (AGR). Initial AGR tours are three (3) years.
- Stabilization Policy: IAW NGR (AR) 600-5 Chapter 2, Para 2-6(f). AGR soldiers will not be re-assigned during the first 18 months of their initial tour, except in the event of mobilization or force structure changes. A waiver request must be submitted IAW AR 135-18.
- Applicants that are currently on an Excepted Federal Technician status and are selected for the AGR program must provide a signed SF-52 electing Absent-US (AUS) or Separate (SEP-US) from their Technician position prior to the effective date of hire. Selected applicants will submit a copy of their signed SF-52 Technician AUS or SEP-US to the AGR Branch prior to AGR orders being published.
- Officers who have not received a referred officer evaluation report under the AR 623-3, in the past 36 months preceding the date of application or the scheduled date of entry in the AGR Program.
- Applicants must not have been relieved for cause from any duty position in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.
- Applicants must not be Flagged (Adverse, APFT, or Height and Weight) or be in a Medical Non-Deployable (MND) status (IAW AR 40-501, pregnancy is not a disqualifying condition).
- Applicants must currently meet the security clearance requirement.

**Applicants selected for the AGR Program and meeting any one of the following disqualifications, will require a NGB waiver prior to entry:**

- Unable to serve a minimum of three (3) years on AGR Status prior to achieving eighteen (18) years-active

federal status, retention control point (RCP) or reaching the age of 60.

- Entitled to military retired pay.
- Was voluntarily released from the AGR program for 2 or more days and one year has not elapsed since the date of the release.
- IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on AD or FTNGD in the AGR program, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within six months.
- IAW AR 135-18, Table 2-1 Rule C (3) and NGB-ARH-08-025. Prior to entry on AD or FTNGD in AGR Program, applicants must meet medical fitness standards. PHA must be within 12 months.

### Primary Duties and Responsibilities

Serve as the senior Property Accounting Technician in mid-level management positions; positions requiring a level of independence from supervision and requires frequent travel in support of change of command inventories.

Performs duties required for preceding skill levels; serve as the most senior Property Accounting Technician in positions as technical advisor/analyses to commanders dealing in such complex areas as: force modernization, logistical support analysis, project management development/analysis and logistics management.

supervises the technical aspects of unit property book records per AR 710-2; performs in both manual and automated property book accounting environments with the related functions associated with accurate property accountability; monitors and performs evaluations of subordinate supply operations per Command Supply Discipline Program and AR 710-2; conducts financial inventory accounting as applied to the Army's budgeting system; complies with appropriate regulations, forms and procedures pertaining to property books, hand receipts and other property accounting documents.

### Specialty Qualification Requirements

- Warrant Officer applicants must be 920A MOSQ. Enlisted Soldiers that hold a Certificate of Eligibility (COE) must have proponent approval to attend 920A training. Enlisted Soldiers that are a Federally Recognized WOC must have proponent approval to attend 920A training.
- Soldiers applying must meet the physical demand, rating and qualifications for the initial award of the MOS IAW DA Pam 611-21.
- Must have no documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Officer.
- Must have no non-waivable record of disciplinary action under UCMJ or patterns of behavior which indicates a lack of integrity, or which is inconsistent with the position of trust.
- Must have no non-waivable convictions or other adverse disciplinary convictions for criminal offenses listed as a misdemeanor or felony outlines in AR 601-210, chapter 4.

### Instructions for Applying

**Applicants must, as a minimum, submit the following documents:** If required item(s) are missing from your packet **it will** be returned to the applicant due to lack of information: **(Please No binders)**

1. Applicant's Worksheet found at [http://ngcatmpcalguard/HRO/Documents/Army\\_AGR/ApplicantsChecklist.pdf](http://ngcatmpcalguard/HRO/Documents/Army_AGR/ApplicantsChecklist.pdf). Ensure that all items are completed in Parts I and Part II of the Notification of Results California National Guard Position.
2. [NGB Form 34-1](#) dated 20131111(with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one, of the application.
3. Three-quarter-length photograph (from the quadriceps up) in a duty uniform (Class A, B or ACU) taken within the previous 12 months ("Official" DA Military photograph is not required). Recommend 3 X 5 portrait, Best is

4X6 portrait.

4. Warrant Officer/Enlisted biographical summary.
  5. **Certified copy** of an Officer Record Brief (ORB) or Personnel Qualification Record (PQR). ([Certified Copy – See frequently asked questions](#))
  6. All OER's/NCOER's for the last three years. Supervisor must provide a written statement or memo providing information as to why Soldier's OER's/NCOER's are not available. \*WO1 applicants must submit WOBC DA Form 1059 and any OER's within the last three years.
  7. **Certified copy** of current DA Form 705 (APFT), within six months for "on-board" AGR soldiers, and within 12 months for traditional guardsmen. Ensure that height and weight are annotated. ([Certified Copy – See frequently asked questions](#)) Must meet standards IAW AR 600-9, submit body fat worksheet (if applicable).
  8. Current IMR record printout from MEDPROS (Available on AKO).  
<https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select **IMR record**)
  9. All DD Form 214 (s) and NGB Form 22 (s) covering any active duty period (copy must include bottom portion that identifies SPD code).
  10. RPAS statement (NGB Form 23B retirement points statement).
  11. Security Clearance Letter of Verification. (Letter of Verification can be obtained from the Brigade level Security Manager).
  12. Current DMV print out (within six months) must be enclosed with this packet. Must have a current driver's license. DMV online Driver's record can be submitted if it shows soldier's name, current address, current driver license status and history on it. California DMV link: <http://dmv.ca.gov/online/dr/welcome.htm>. Soldiers unable to obtain a current DMV print out due to mobilization must provide a memorandum of justification. Upon return from mobilization, Soldiers must provide a DMV print out prior to orders being published.
- Applicants who answer YES to questions 8 or 12 – 16 of section IV, NGB Form 34-1 20101105, or have not completed initial entry training (IET) are ineligible to apply to include: **DD Form 214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4-26, AR 135-178 Chapter 3, 8, and 635-200 Chapter 11.**
  - **Mail applications to:** Joint Force Headquarters, ATTN: NGCA-PER-AGR, Box 5, 9800 Goethe Road, Sacramento, CA 95827-3561. Only individuals that are currently deployed OCONUS may email applications to the AGR Office. All other individuals must mail or hand carry applications to AGR Branch. Please see the frequently asked questions on our web page. **DO NOT USE APPROPRIATED GOVERNMENT FUNDS TO MAIL APPLICATION.**
  - **Note:** If you are unable to obtain a copy of your MEDPROS, a certified copy of ORB, PQR and/or RPAS statement, a written request must accompany your application or call AGR Branch at 916-854-3404. **COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR BRANCH NOT LATER THAN CLOSE OF BUSINESS ON THE DATE THE ANNOUNCEMENT CLOSSES. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED.**

### Remarks

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.